# **Off-Highway Vehicle Program Update & Application Guidelines**

NOTE: The application process for this grant program has changed this year. Please read this application form and all accompanying instructions carefully. Do not begin any part of the application process until you fully understand the requirements. Understanding all requirements beforehand can save you considerable time.

<u>Please contact the Montana State Parks Trails Program office with questions (406)-444-7642.</u>
<u>Thanks and good luck!</u>

# **Important Highlights**

- All applications and application materials will be accepted through the new online grant management system at fundingmt.org. The funding opportunity will be open and available online April 1st, 2014.
- New Application Deadline: 4:00 p.m. on July 1st, 2014
- Environmental Review Documents and Support Letters are valid for up to <u>three</u> years if you have no variations (no changes in your project scope) from previous grant applications
- Approximately \$100,000 will be available for awards this grant cycle

## **Online Grant Management System**

OHV Grant Applicants—Montana's OHV grant program has moved to an online application process. All OHV Program grant applicants must register as a user and submit their 2015 grant applications online at <a href="fundingmt.org">fundingmt.org</a>. Follow the "Webgrants Registration Instructions" page for more details. Paper OHV grant applications will no longer be accepted.

# **OHV Grant Categories**

For the 2014 application cycle, Montana's OHV Grant Program will be divided into two categories:

- 1. OHV Safety, Ethics, and Education type projects.
- Traditional OHV grant projects. These include: the Trail Steward positions; onsite kiosks, OHV trail improvement projects; maintenance and construction; and, similar efforts.

- The available funding allocated to each of the grant categories will be approximately 50% to each. There will be flexibility to adjust the percentages depending on the number and quality of applications for each category. There will be approximately \$100,000 available for the 2014 funding cycle.
- Applicants must select the category they are applying for at the beginning of the application process.
- Applications will be scored via separate criteria for each of the two grant categories.
- Note that beginning this grant cycle, federal agencies submitting applications are strongly encouraged to form partnerships at the local level for their respective projects. Examples of local partnerships might include: a local OHV Club providing time and labor to combine with a proposed federal Trail Steward position; a funding match from a local Chamber-of-Commerce for a signage project on federal lands; a local OHV Club providing a funding match for a project on federal lands; and, similar efforts.

#### 1. OHV Safety, Ethics, and Education Grant Category

This component of Montana's OHV Program is important. To strengthen this aspect of the Program, changes this year are being implemented to encourage more applications and to provide a focus on the importance of OHV safety, ethics and education efforts in Montana.

Potential grant projects applicable for this category might include:

- Local OHV Club's purchasing education materials to provide OHV safety and education training in their local schools.
- OHV safety and training materials of all types, including brochures, filming/video production, posters, signage, educational out-reach programs, and similar efforts.

#### 2. OHV Trail Steward/Maintenance and Resource Improvement Projects

For the traditional OHV grant projects, these will continue to include:

- All proposed federal agency Trail Steward positions.
- OHV trail improvement projects a proposed trail reroute, a bridge crossing, etc.
- Construction/installation of informational kiosks and trail signage projects.
- Any OHV projects which do not meet the criteria of the OHV Safety, Ethics and Education Category.

### **Important Application Guidelines**

- 1. Federal Trail Steward grant applications:
  - a. are limited to one (1) position per application.
  - b. maximum funding amount per individual application is \$16,000.

- c. OHV grant funds will cover salaries only.
- 2. Other OHV Grant Applications:
  - a. Maximum per individual application is \$20,000.
  - b. Applicants should be aware that funding adjustments are often made in order to award the most projects to achieve the greatest benefit statewide.
- 3. Environmental Review Documents and Support Letters are valid for up to <a href="three">three</a> years if you have no variations (no changes in your project scope) from previous grant applications

## **Technical assistance**

Grant sponsors needing assistance with any aspect of the grant application should not hesitate to call for help. We are here to answer your questions and to give you advice on how to make your grant application more competitive. You can contact Jim Norlander at 444-7642 or email inorlander@mt.gov.